

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST	2. AGENCY	3a. POSITION NO.
Burkina Faso	USAID	50004872
3b. SUBJECT TO IDENTICAL POSITIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Agencies may show the number of such positions authorized and/or established:		

4. REASON FOR SUBMISSION <input type="checkbox"/> a. Reclassification of duties: This position replaces Position No.: _____ Title: _____ Series: _____ Grade: _____ <input type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain):
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5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority:	USAID Project Management Specialist (Malaria Data Management), FSN-4005	FSN-11		
b. Other:				
c. Proposed by Initiating Office:				

6. POST TITLE POSITION (if different from official title) Project Management Specialist (Malaria Data Management)	7. NAME OF EMPLOYEE
8. OFFICE/SECTION:	a. First Subdivision: b. Second Subdivision: c. Third Subdivision:

APPROVALS AND SIGNATURES SECTION	
9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
Typed Name and Signature of EMPLOYEE <div style="text-align: right;">Date (mm-dd-yy)</div>	Typed Name and Signature of SUPERVISOR <div style="text-align: right;">Date (mm-dd-yy)</div>
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
Typed Name and Signature of SECTION CHIEF or AGENCY HEAD <div style="text-align: right;">Date (mm-dd-yy)</div>	Typed Name and Signature of Executive Officer <div style="text-align: right;">Date (mm-dd-yy)</div>

13. BASIC FUNCTION OF POSITION

The goal of the President's Malaria Initiative (PMI) is to reduce malaria-related mortality by fifty percent (50%) across a number of high-burden countries in sub-Saharan Africa, and elsewhere, through rapid scale-up of proven and highly effective malaria prevention and treatment measures. Success requires participating countries, and their partners, to deploy the right resources at the right place and at the right time, through more accurate insights from existing data, and accelerating the data-to-action cycle. PMI has launched a new country quarterly reporting process to ensure operational decision-making at the country level is based on timely and granular program-relevant data, through the use of the "PMI MDIVE Platform," which includes analytic tools to facilitate the use of relevant datasets, including visualizations of epidemiological, supply chain, entomological, demographic, programmatic, and financial data. As such, PMI has required all countries receiving PMI funding to add a Malaria Data Specialist to the Health staff to support surveillance, monitoring and evaluation, the strengthening of malaria-related data systems, and the building institutional capacity within Ministries of Health and National Malaria Control Programs to improve data quality and use.

The USAID Project Management Specialist (Malaria Data Management) (the "Specialist") leads the effort to strengthen malaria-related data systems, and efforts to build institutional capacity within Ministries of Health and National Malaria Control Programs. The Specialist provides leadership and guidance to data-related malaria control programs/projects/activities in coordination with USAID, USG, implementing partners (IPs), appropriate host-country ministries and the private sector. The Specialist provides technical advice on data collection, analysis, and use, reflecting best practices designed to improve data quality and use, and ultimately advance to malaria prevention, control, and elimination. The Specialist administers and monitors malaria data systems and is responsible for data collection and analysis and provides guidance and leadership in the strategic use of data for informed decision making. In addition, the Specialist serves as a Contracting/Agreement Officer's Representative (C/AOR) or Activity Manager (AM) for malaria data systems related programs.

Note: This is a Standard Position Description (SPD), designed for use in multiple locations; for this reason, percentages of time for each Major Duty are omitted.

14. MAJOR DUTIES AND RESPONSIBILITIES

100% OF TIME

A. Performance Management

- Leads the development and implementation of strategies to improve malaria data quality and data sharing, while establishing a culture of data-informed resource allocation within the host-country malaria control program in the Ministry of Health (MoH).
- Provides technical guidance to the host-country malaria control program, in order to build capacity in the conceptualization, development, design, administration, and monitoring of various information systems necessary for malaria control, including for malaria case management, vector control, and the supply chain of malaria commodities.
- Advises the supervisor, Office Chief, Mission Director and Deputy Mission Director, and others on local matters of importance to data quality, use, and transformation efforts, and providing oversight of IP programs.
- Provides guidance to other Mission colleagues, USG offices, and with IPs in the areas of data collection and use, and host-country malaria data systems.
- Provides technical expertise to other USAID/Mission Health Office staff in their performance monitoring, efforts as they relate to malaria program activities, including reviewing and providing technical feedback on Monitoring and Evaluation (M&E) plans submitted by PMI-funded IPs.
- Liaises with PMI backstops, and with Surveillance, Monitoring and Evaluation (SM&E) and Data Integration Teams in USAID/Washington and at CDC/Atlanta, and Mission staff overseeing PMI activities.
- Ensures that performance monitoring systems are in place, and that periodic, reliable measures and indicators of portfolio impact are established; and, collects and monitors malaria-program related performance data on an ongoing basis.

- Contributes to performance monitoring reviews and reports, PMI reporting requirements, Portfolio Reviews, the annual Performance Plan and Report, as well as other reporting requirements.
- Facilitates the negotiation of data-sharing agreements between the Mission and relevant host-government institutions, including the MoH and others.

B. Data Management

- Provides technical leadership to all areas of data management, including ensuring appropriate data collection (manual and automated), inventorying, and cataloguing in the PMI data platform, for all malaria-related datasets (e.g., financial, programmatic, epidemiological, entomological, supply chain, demographic).
- Designs, facilitates, and promotes efficient means to collect, organize, clean, store, analyze, and share disparate, complex datasets, with attention to security and confidentiality, and with sensitivity to the country context.
- Applies sound data science principles and methods to objectively and systematically track changes, and to measure progress towards national targets for malaria control in the host country.
- Conducts rigorous analysis of data from a variety of sources to locate implementation obstacles and opportunities, and to employ cutting-edge approaches and tools to generate visualizations.
- Facilitates the establishment and institutionalization of data use processes, with a focus on reducing the time in the information-to-decision cycle.
- Conducts data quality assessments on key performance indicators included in the Monitoring and Evaluation (M&E) plans for PMI-funded IPs, as required under USAID policy (ADS 200).
- Trains and mentors the host-country and Mission colleagues in data analysis and visualization.

C. Program/Project/Activity Management

- Serves as a COR/AOR or Activity Manager (AM) for malaria data systems strengthening related projects, with responsibility for providing financial and programmatic oversight to ensure contracts and grants achieve anticipated results, and are linked to and enhance attainment of the Health Office, Mission and USG objectives.
- Conduct site visits as required in order to monitor progress, and to provide technical and programmatic recommendations to ensure effectiveness, efficiency, and judicious use of USG funding.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- Education:** The work requires a Master's Degree or host-country equivalent in a statistics, mathematics, economics, computer science, epidemiology, health informatics, public health, infectious disease, zoonotic disease, biology or other quantitative discipline.
- Prior Work Experience:** A minimum of five years of progressively responsible experience, with a focus on data collection and analysis in the area of malaria-related public health is required. Demonstrated experience in the programming of malaria data-collection and data-quality programs/projects/activities. This experience must demonstrate that the Specialist has strong public health and applied data science skills. The Specialist must have demonstrated technical leadership in data systems as they relate to malaria prevention and control, program management, planning, policy development, and problem-solving skills while working in a sensitive environment.
- Post Entry Training:** On-the-job familiarization training in USAID and malaria-data-specific procedures, regulations, and methods, and orientation to working from a donor-Agency perspective, etc., will be provided. Formal COR/AOR certification is required for successful performance and will be provided. Other courses, training to maintain professional capability in the field, and courses offered for professional USAID staff as appropriate; and, courses, seminars, conferences, and other activities in fields related to the function and needed to maintain and update professional qualifications as appropriate, will be provided as they become available, and subject to availability of funds.

CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.

- d. Language Proficiency:** Level 4 (advanced professional proficiency) English and local language proficiency (if appropriate), both oral and written, is required. Language competence may be tested.
- e. Job Knowledge:** The Specialist must have in-depth professional-level knowledge of techniques and approaches for gathering, analyzing, interpreting, and conducting surveillance of data, as well as using this information to drive decision making. The Specialist must have knowledge of development principles, concepts, and practices, especially as they relate to malaria prevention, control, and elimination activities in the host country and/or region, and the problems and policies in the host country from the business, political, civil society, and social perspectives. The Specialist must have knowledge and understanding of the economic, political, social, and cultural characteristics of the host country; development problems in the health sector in the host country and the region; an understanding of the resources, resource constraints, and overall development prospects and priorities of the host country and the region. Working knowledge USG legislation, policy, and practice relating to malaria assistance, of USAID programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities. The Specialist must have knowledge and understanding of the organization and respective roles of the different levels of the host government, in order to enhance effective communication, and to develop consensus on program/project/activity strategy and implementation.
- f. Skills and Abilities:** The Specialist must have the ability to facilitate and link culturally appropriate malaria assessments and related issues to other health and related programs, such as food security, water, sanitation, and hygiene; and, be able to use this data for decision making. Ability to provide technical leadership in malaria data collections; and, apply this ability to programming in the host country and the region. The Specialist must have the ability to issue precise and accurate factual reports using rigorous analytical and interpretive skills. Excellent communication skills both writing and speaking, especially in being able to communicate technical subjects to clients with nontechnical background are required. This role requires the ability to respond professionally and adjust in fluid situations in order to meet deadlines in the face of competing priorities and time pressures. Excellent computer and software skills including ability to manage large amounts of data in excel, SPSS, STATA, R and/or other analytical databases, and the ability to help others and to learn new programs quickly, is required.

16. POSITION ELEMENTS

- a. Supervision Received:** The Specialist works under the very general supervision of the Health Office Chief, and the closer but general supervision of a lower-level supervisor, such as the HIV/AIDS and/or Malaria Team Leader. The supervisor makes assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of program/project/activity goals, effectiveness in meeting host-country and USAID objectives, and integration with other initiatives in the Office and Mission portfolio. Some technical direction may come from other professionals in the Office; in general, however, the Specialist will be expected to exercise considerable autonomy and best judgment in discharging the duties of the assignment.
- b. Supervision Exercised:** Continuing supervision of other Health Office and/or Mission staff is not contemplated.
- c. Available Guidelines:** Available guidelines include USG program/project/activity guidance, rules, and requirements; USAID Mission Orders, Mission strategy, and other relevant reports; the Automated Directives System (ADS); USAID Mandatory and Standard Provisions, and the FAR and AIDAR; and, President's Malaria Initiative guidelines and malaria operational plans, Country Operational Plans, host-government Five-Year Strategic Plans (or equivalent), and other published and unpublished guidelines. Guidelines are often general in nature and not specific to the situation at hand, requiring considerable interpretation.
- d. Exercise of Judgment:** Substantial judgment (discretion) is used daily in providing technical opinion and guidance to USG, USAID, and host-government colleagues, to IPs, and in representing USAID in stakeholder forums. Management decisions over certain IPs are at the discretion of the Specialist. Independent judgment is required for developing, implementing, and managing assigned programs/projects/activities, for reporting, and for other assignments. Substantial judgment is required in analyzing and determining whether or not to recommend approval of proposed programs/projects/activities, in choosing among alternative proposals, and in evaluating data for reliability. The Specialist exercises extensive judgment in planning and carrying out tasks, in resolving problems and conflicts, and in taking steps necessary to meet deadlines, and works closely with the PMI Data Integration Team in USAID/Washington, and with the USAID Mission Health team.

- e. **Authority to Make Commitments:** The Specialist exercises the authority given to activity managers and CORs/AORs, and may make administrative arrangements consistent with ADS guidance and Mission and Office policy. The Specialist takes action and establishes priorities based on available guidelines and professional judgment. Guidance is sought when needed, and superiors informed of activity and project status. Within the scope of the authority delegated, the Specialist may indicate to ranking counterpart and IP officials that they will make a recommendation to USAID on a specific activity, issue, or problem. The Specialist has no independent authority to commit the USG to the expenditure of funds but may negotiate *ad referendum* for the supervisor.
- f. **Nature, Level, and Purpose of Contacts:** The Specialist has a full range of contacts within the Mission, at all levels, and maintains contact with IPs implementing USAID-funded programs/projects/activities in the sector. Within the Embassy, contacts are with counterpart staff, and with senior staff as needed. Host government, local, and other contacts vary widely with the type of activity being implemented and may be at any level. Frequent and substantive personal contacts with officials of the host government, and with the private sector, are for the purpose of representing USAID, and explaining and defending Health Office and USAID policies, objectives, and procedures. In addition, the Specialist provides strategic, technical, and programmatic guidance to USG staff, host government, and IPs.
- g. **Time Expected to Reach Full Performance Level:** One year.